Instructional Equipment
DENT-2011

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget.

Please enter items that will be used over a period of semesters BY STUDENTS... (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment." Technology-related requests should go under "Technology Requests").

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

Importance:
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>Category</th>
<th>Area</th>
<th>To Support</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>Over</td>
<td>Dental</td>
<td>Each</td>
<td>Assisting</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Handpiece attachment for prophy angles and brushes.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping: Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>$400.00</td>
<td>$39.40</td>
<td>$2,459.40</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

This would be a one time expense and it does not required installation.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

There would not be any staffing expenses for the use of these handpiece attachments or on going expenses.

Item to be shared with the following Department/Program: (Include any shared expenses)

Since there are no other dental assisting programs or hygiene programs at the college, these attachments would not be shared by other departments.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This purchase would meet Title 5 by ensuring that there is workable and sterilizable equipment to prevent cross contamination between patients when performing the coronal polishing procedure.
2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

The purchase of new handpiece attachment are needed for the student to clinically perform the polishing procedure on live patients. These attachments must be in working order and not stall or create unnecessary heat to the tooth tissues which could cause irreversible damage. These attachments are also sterilizable, an OSHA requirement.

It is necessary equipment for students to pass their certification of completion. Our program is approved by the Dental Board of California to offer these certificated courses and must have working equipment.

The quality of instruction would be improved expediently by not having students waiting for a working handpiece attachment. Currently the program has 3 old attachments that are not heat resistant for sterilization. There are 6 operatories in the dental clinic that could be operating simultaneously and would therefore be efficient use of the student’s time.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

There would be 20–35 students in the day dental assisting program would be benefit from the purchase of these handpiece attachments. There would be 40–60 working dental assistants who would take the coronal polish certificate weekend course. Both the day and weekend students would benefit as this coronal polish certificate is a pre requisite to sit for the state licensing examination. Our program has received approved from the Dental Board of California to teach this course and meets all the objectives and equipment requirements as set forth by the state.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

SLOs include:

* student will be able to identify extrinsic stains that can be removed by the polishing handpiece attachment
* student will be able to demonstrate the polishing procedure on 3 patients without creating trauma to the patient’s oral tissues
* students will successfully remove extrinsic stains from 3 patients
* students will be able to demonstrate the correct decontamination and sterilization of the handpiece attachments to prevent cross contamination.

Passing rates from both the day students and the weekend students would be evidence that the course was successful in preparing for the polishing procedure.

Post course surveys would also provide evidence that the students want modern and working handpiece attachments.

5. Additional Justification for this item:

The bond initiative provided for high speed handpieces, however, it was not allowed for low speed handpiece attachments.
I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Importance:</th>
<th>Priority:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description and part number for ordering:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X-ray sensor interface</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping: Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,300.00</td>
<td>$130.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

This is a one time expense with no installation or construction requirements

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

There are no staffing expenses or maintenance on this piece of equipment

Item to be shared with the following Department/Program: (Include any shared expenses)

Item is not shared by other departments. However, it will be used for both the day dental assisting students and students in the community education for radiation certification.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

In preparing students for the newest technology used in the dental profession, the purchase of this x-ray digital interface will allow more students to expose dental radiographs. We see that in the next few years film based x-rays will be obsolete replaced with digital technology. The program has the a x-ray digital sensor but need this interface device so that it is compatible with the new equipment. It would meet education requirements in providing the latest technology training for students.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

The quality of instruction would be improved and help with student learning and success in that the students will have more hands on using digital x-rays.

Currently the program is using film based dental x-rays for their outside live patients. We foresee in the immediate future that dentists and the accreditation board would require digital x-rays over film based. By purchasing this interface we utilize all our digital sensors, one for each operatory and can see more patients simultaneously.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Students would have access to all digital sensors at the 6 stations without waiting around for an available unit. This purchase would impact 25-40 students in the day program and 40 students in the community service weekend Radiation Certification course.
Having working digital equipment would attract more students into the program as the dental community becomes aware that such technology is available at College of Marin. Future Digital X-ray Troubleshooting classes could be offered under community education to attract more working dental assistants who want to hone and improve their digital x-ray taking skills.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

The student learning outcomes would include the following:
* Students will be able to hook up the digital sensor to an available dental unit.
* Students will be able to expose bitewings using digital sensors on teaching mannikins
* Students will be able to expose periapical films using digital sensors on teaching mannikins
* Students will be able to instantly view and evaluate their exposures on the monitor
* Students will be able to correct their errors and view them instantaneously
* Students will be able to expose digital images on human patients

5. Additional Justification for this item:
I. Technology Requests-Hardware for Lab and Classroom or other student use

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
- 'A' means that your discipline cannot teach your course(s) without the requested equipment.
- 'B' means that your course(s) would be greatly enhanced with the requested equipment.
- 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>01</td>
<td>0 Students</td>
<td>Computer</td>
<td>Dental Assisting</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>$1,000.00</td>
<td>$100.00</td>
<td>$75.00</td>
<td>$6,175.00</td>
</tr>
</tbody>
</table>

Type
- College-wide
- Discipline-Specific

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

We have 6 classroom computers for student use that are over 5-10 years old. IT has informed us that parts are no longer available to repair these CPUs.

Item to be shared with the following Department/Program: (Include any shared expenses)

These student computers are not shared by other departments/programs

Justification for Item (See Rating Rubric)

1. Is this hardware required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
2. Is this software required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

The replacement computers would meet the Educational Codes to provide students with access to computers for class work.
Currently the 6 existing CPUs do not support vendor teaching software such as for office management courses or teaching modules for chairside and radiology.

There are no available parts to upgrade or repair these old computers according to the college IT department.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

The quality of instruction would be improved as the instructor could have class lab assignments during lab time. Some students do not have home computers. These students would be able to use the programed software for interactive learning on such topics as anatomy, tooth morphology, charting exercises, mounting x-ray exercises, intraoral camera imaging, and office management packages.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Access would be improved for students without home computers or students who want to have the instructor present to ask questions regarding the interactive assignments.

There would be 30 students in the day program and 40-60 students in the weekend courses using these computers.

Modern computer systems availability is an expectation of the student of today.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

The student will be able to:

*complete and print out class assignments
*use interactive programs to enhance learning
*monitor their learning progress
*practice lab skills
*take review mock examinations
*check their course grades
*register for classes
*print out class schedules
*perform self evaluations
5. Additional Justification for this item:
Program Review for Budget Requests
2011/2012

Non-Instructional Requests

Part I: Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair

DENT-2011

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, FRAC.

Priority: 01

To Support: 0 Classes

Category: Office Supply Budget

Type: Status

Upgrade: Previously funded ongoing expense

Description and part number for ordering:

Office supply expenses to support the program

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping and Handling:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$750.00</td>
<td>$74.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

This is an on going office supply expense to purchase xeroxing paper, ink cartridges for all the staff and classroom printers. envelopes, pencils, white out, paper clips, binder clips, binders, dividers

Item to be shared with the following Department/Program: (Include any shared expenses)

These office supplies are not shared with other department

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

To run a program, we need to have paper to print reports, students need to print out their assignments, letters need to be printed to send to dentist, envelopes are need for sending patient’s x-ray films and storing x-rays, pencils, paper clips binders and dividers are used to organize the student records and program reports and budgets.

Both faculty and students will benefit from these office supplies.
2. How will access for students be improved?

The college does not pay for the ink cartridges, flash drives, xeroxing paper, envelopes etc so it must come out the program budget. We cannot teach with out these office supplies. The students cannot print out their assignments without ink cartridges or paper. The instructors cannot save their powerpoint presentations without flash drives.

I. Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair, and reviewed by the Area Dean, PRAC.

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>0 Classes</td>
<td>Office Computer</td>
</tr>
</tbody>
</table>

Type

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

New faculty computer for part time dental assisting staff.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping and Handling:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2,500.00</td>
<td>$250.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Purchase of new computer, monitor, keyboard, mouse, printer to support adjunct faculty so they can use the MyCom, web searches, monitor student progress, produce reports.

Item to be shared with the followng Department/Program: (Include any shared expenses)

This computer could be use by other faculty in the office 200 between medical assisting, court reporting and EMT

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

The part time dental assisting faculty has a cubicle, however it does not have a compter or printer.

There are 4 part time dental assisting instructors

This computer could also be shared with the medical assisting faculty who also does not have a faculty computer.

2. How will access for students be improved?

Faculty would be able to monitor students progress, check and sent emails, look up student information, post grades, and search the web for teaching materials. Printer capabilities
would allow for printing hard copies
Program Review for Budget Requests
2011/2012

Non-Instructional Requests
Part II : Other Non-Instructional Costs/Contract Services
This section will be filled out by the Department Chair

DENT-2011

II. Other Non-Instructional Costs
This section will be filled out by the Department Chair and reviewed by the Area Dean, PRAC.
Note: Service Contracts: maintenance, repairs, laundry, hazardous waste removal, etc.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Travel and gas compensation

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500.0</td>
<td>1430.0</td>
</tr>
</tbody>
</table>

Justification
Please comment on request in terms of how it benefits your program, faculty and/or students:

As part of professional development, faculty attend the annual California Dental Assisting Teachers Conference in either Northern or southern California. The conference fee is around $550.00 per person excluding hotel, gas or airfare. The importants of this conference is paramount as it informs the staff on new legal issues and teaching methodology that pertains to teaching dental assisting.

Gas mileage is needed to supervise the students during their internship at UCSF in San Francisco and local dental clinics or private dental offices from Salsaulito to Novato during the spring and summer semesters.
This section will be filled out by the Department Chair and reviewed by the
Area Dean, PRAC.
Note: Service Contracts: maintenance, repairs, laundry, hazardous waste
removal, etc.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Contracts</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Service Contract

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2570.0</td>
<td>2570.0</td>
</tr>
</tbody>
</table>

**Justification**

Please comment on request in terms of how it benefits your program, faculty and/or students:

The department utilizes repair services for the dental chairs and units. Each service charge is $207.00 per hour, excluding the cost for replacement parts. We have 4 automatic processing units that receive a lot of use both in the day and weekend courses which need replacement gears or replacement of burn out heat elements or fuses.

We also are required to hire an independent dentist or hygienist to perform the final evaluation for coronal polish certification both in the day program and the weekend course an accreditation standard.

The other service contract fees include radiation monitoring system, sharps container pick up, x-ray equipment registration, State continuing education fee, and ADA accreditation renewal fees.
Non-Instructional Support Staff

I. Current Support Staff
II. Request for additional support staff (clerical, lab tech, IS, comp tech, tutor, etc.)

| Purpose: Clerical | Type: Hourly | Approx. hours per week: 20 | To support: 450 Students |

Justification: Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

The Health Science Department has a single full time administrative assistant at KTD campus to meet the support needs for all the programs, faculty, staff and students at IVC.

The workload of this person is excessive, and while she does an excellent job, her workload and responsibilities far exceed that of others in similar positions.

A part time administrative assistant at IVC would provide greater access to students especially since most of the faculty in the health science program are adjunct faculty with limited office hours and student contact.

The health science area as well as other departments at IVC has a high volume of phone calls, many of which are seeking information about the programs. The availability of a part time assistant to respond to these numerous calls will benefit the programs with potential increased enrollment.

This part time staff could serve the programs at IVC with the mail, xeroxing, typing tests and reports, monitoring student grades, filing, generating teaching schedules, book requests, updating course syllabi, unblocking student enrollment, and correcting tests. These tasks would help the department meet strict deadlines.

Shared Resources: If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

This part time staff could serve the following departments: court reporting,
medical and dental assisting, early child care, EMT, multimedia, auto and collision, and the ESL departments all who do not have clerical staffing.
Program Summary
DENT-2011

Instructions: after reviewing your data and reports from all other sections of your program review, use this form to briefly summarize all of the information you have provided by closing with your concluding remarks (e.g. an executive one-page summary) for your entire program review.

I. Assessment of Previous Program Reviews:

1. What resources have you been granted from your previous program reviews?
2. Please assess how these resources have been used to improve access, learning outcomes and student success in your program?
3. What changes have you implemented based on previous program reviews?
4. What results have you found?

The program purchased 4 individual ultrasonic units under the budget from 2010-1011

These units were initiated during the spring of 2011. The labs were more efficient with less student downtime waiting for the original 2 existing ultrasonic units. Every student was able to practice the ultrasonic procedure simultaneous under close instructor supervision. All students passed the Ultrasonic certification which the program is approved to issue by the Dental Board of California.

College of Marin is the only Bay Area dental assisting program that includes this Ultrasonic Certificate in its program. This becomes an added feature for the program for recruitment of new students.

Our clinical area was improved with the move to IVC by increasing 2 additional dental operators. With the addition of workable equipment for each of these operators, the students can complete their clinical portion more efficiently and have more practice per student than just one lab session. This improves the student learning outcomes on the clinical aspect of the program in which they have to demonstrate the ultrasonic procedure on a teaching manikin. In the future, the program will make additional lab experiences on the ultrasonic usage to remove excess cement mandatory rather than just have one session.

II. Requests Summary:

1. Please summarize the main requests you have made in this program review in order of your priority starting with the most important one.
2. Summarize briefly why you want each one.
3. Summarize your overall rationale.

Budget Request Summary
<table>
<thead>
<tr>
<th>Request for</th>
<th>Priority</th>
<th>Justification</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Contract</td>
<td>1</td>
<td>Need funds for unforeseen repairs</td>
<td>To keep program operational</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>2</td>
<td>Need funds to buy ink cartridges/office supplies</td>
<td>To print out reports, evaluations, dentist letters</td>
</tr>
<tr>
<td>Sensor Interface</td>
<td>3</td>
<td>Purchase would enable program to use all the digital sensors simultaneously</td>
<td>This purchase would allow for each operatory to have a digital sensors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The sensor needs to be compatible with current digital software</td>
<td>Reduces student downtime waiting or available equipment</td>
</tr>
<tr>
<td>Handpiece Attachments</td>
<td>4</td>
<td>An OSHA safety issue.</td>
<td>Prevents cross contamination between patients for coronal polish and sealants.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All handpieces must be able to be heat sterilized for each patient</td>
<td>Prevents potential liability issues.</td>
</tr>
<tr>
<td>Replace classroom computers</td>
<td>5</td>
<td>Need to upgrade current classroom computers which are obsolete and do not support teaching interactive software programs.</td>
<td>To provide modern technology for class assignments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The current 6 computers are so obsolete that parts are no longer available and upgrades are out of the question according the the college IT department</td>
</tr>
<tr>
<td>Faculty Computer/Printer</td>
<td>6</td>
<td>We have one computer serves 4 part time staff.</td>
<td>Enables part time staff to work on computers simultaneously.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Also preserves student confidentiality when discussing their progress and grades by having less part timers sharing one computer only.</td>
</tr>
</tbody>
</table>

**III. Other concluding remarks.**
Department Chair Comments

DENT-2011

1. Please rank the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

2. Please comment if additional units, faculty, or staff have been requested.

A full time administrative assistant to serve the faculty, staff and students of this program along with Medical Assisting, Fire Technology and ECE has been requested. It is critical that consideration to this request be given a high priority as at present there is inadequate support for the programs based at IVC. With the Health Sciences Department director and administrative assistant based at Kentfield, it is difficult to provide the quantity and quality of services necessary for this important programs.

3. Other comments
Area Directors and Deans Comments

DENT-2011

1. Please rank the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

The equipment requested in the program review is essential to provide instruction required to maintain program accreditation by the American Dental Association. This accreditation provides standards for program content and training which is subject to periodic review. Lack of essential equipment can jeopardize accreditation status in addition to limiting provision of industry-standard experiences for students.

I agree with the prioritization identified by the program coordinator. As program director, she has the knowledge and expertise to appropriately determine and rank program needs.

2. Please comment if additional units, faculty, or staff have been requested.

The recently retired program coordinator had to take on an excessive amount of clerical duties due to lack of clerical support at IVC. While services are provided from the Health Sciences administrative assistant, distance and excessive workload for this single individual, limits the amount of support that is needed to collect, analyze and maintain student data, health clearance information and documentation needed to support accreditation standards and program completion.

3. Please itemize expenses currently covered by external funds that may revert back to general funds.

The program uses Prop 20 and Annual Giving Funds for supply and equipment purchases to augment district budget. These funds are not permanent in both availability and amount. It is essential that a stable district funding source be available to meet program and student needs.

4. Other comments